

First-Time Vendor Login for Buy4Michigan

If you were registered in Bid4Michigan before May 10th, follow the below instructions to active your account in the new Buy4Michigan website.

1. Go to www.Buy4Michigan.com
2. Read the disclaimers under “Registration” and “Complete Registration.” Then return to the Buy4Michigan homepage.
3. Click on the “Forgot your password?” button on the bottom of the home page. (Circled in red below)

The screenshot shows the Buy4Michigan homepage. At the top, there is a grey banner with 'Welcome To Buy4Michigan' and a large blue logo with a green outline of Michigan. Below the banner, a welcome message states: 'Welcome to Buy4Michigan.com; the State of Michigan's online eProcurement solution. To view online tutorials, quick reference guides, and general information about doing business with the State please access: <http://www.michigan.gov/micontractconnect>'. A list of links with green arrows points to: 'Register' (with instructions to read the disclaimer), 'Complete Registration' (with instructions to read the disclaimer), 'Open Bids' (Browse open bid opportunities), 'Active Contracts' (Browse active Contracts/Blankets), and 'Contract & Bid Search' (Search for Bids and active Contracts/Blankets). Below this list is a login form with fields for 'Login ID:' and 'Password:', a 'Login' button, and a link 'Forgot your password?' which is circled in red.

4. After clicking “Forgot your password?”, you will be taken to a screen like the one below:



Change Password

For verification purposes, please enter your Login ID and Email Address.

Login ID:

Email Address:

Continue

Cancel

Copyright © 2013 Periscope Holdings, Inc. - All Rights Reserved.

5. Enter your login ID and Email Address into the given fields.

Your Login ID will be your full email address that you used to register in the old Bid4Michigan system.

(i.e. ivendor@mycompany.com)

Your Email Address will be the same thing. You must use the email address you registered with Bid4Michigan.

(i.e. ivendor@mycompany.com)

If you do not know the email address you signed up with in Bid4Michigan, contact the Bid4Michigan help desk 800-835-4603.

6. Click the "Continue" button after inputting your full email address into both the Login ID field and the Email Address field.



Change Password

For verification purposes, please enter your Login ID and Email Address.

Login ID:

ivendor@mycompany.com

Email Address:

ivendor@mycompany.com

Continue

Cancel

Copyright © 2013 Periscope Holdings, Inc. - All Rights Reserved.

7. After clicking “Continue,” you will be taken to the page shown below that has the following error message on the top: **“Validation Errors • The Login Question and Answer are not currently setup. This needs to be completed and your password will be reset.”**

The screenshot shows the Buy4Michigan website header with the logo. Below the header is a grey bar. Underneath is a box titled "Validation Errors" in red text, containing a red bullet point: "• The Login Question and Answer are not currently setup. This needs to be completed and your password will be reset." Below this is a grey bar titled "Change Password". Underneath is a text prompt: "For verification purposes, please enter your Login ID and Email Address." There are four input fields: "Login ID:" with the value "ivendor@mycompany.com", "Email Address:" with the value "ivendor@mycompany.com", "Login Question:" with a dropdown arrow, and "Login Answer:" with an empty text box. At the bottom are two buttons: "Continue" and "Cancel". At the very bottom is a small copyright notice: "Copyright © 2013 Periscope Holdings, Inc. - All Rights Reserved."

8. Selected a Question from the “Login Questions” drop down menu field and provide your answer in the “Login Answer” field.
9. Click Continue.
10. Buy4Michigan will display a prompt saying that “your new temporary password will be emailed to you.” (It may take up-to an hour to receive your email. If you have not received your email after that time, check your spam folders. If it is not located there, call the Buy4Michigan Help Desk:
888-734-9749
11. When you receive your temporary password, return to www.Buy4Michigan.com homepage.
12. Enter your login ID and temporary password. Both of these are given to you in the email you received. Click “Login” to be taken to the following screen:

13. Put your temporary password in the “Current Password” field. Then create a new password. This password must be 8 characters long and a combination of letters and numbers.

14. Click submit.

15. You will then be taken to the home screen for the new system.

To review the information in your company’s account and add other users within your organization, see the Quick Reference Guides: “Vendor Maintenance” and “Adding a Seller User”

The Quick Reference Guides and other useful training and reference materials regarding the use of Buy4Michigan can be found at www.michigan.gov/micontractconnect under the Vendor Information Tab.

If you require assistance, please contact the Buy4Michigan Help Desk at 888-734-9749 or dmb-vendor@michigan.gov.